

Instructions for Form 130-U, Application for Texas Certificate of Title

Refer to the certificate of title assigned to you by the
seller for vehicle information/description.

1. **Vehicle Identification Number (VIN).** Found on the certificate of title and also stamped or affixed on the vehicle frame [i.e., driver side door frame, dashboard (facing windshield), or on engine block on 1955 vehicles and prior models].
2. **Year.** The model year of the vehicle.
3. **Make.** Brand of vehicle designated by the manufacturer (e.g., Chevrolet, Ford, Toyota, etc.)
4. **Body Style.** Description of vehicle (e.g., 2-door coupe, sedan, pickup, etc.).
5. **Model.** Vehicle model designated by the manufacturer (e.g., Silverado, F-150, Prius, etc.)
6. **Odometer Reading.** Current mileage on the vehicle odometer in whole numbers – no tenths (this is not required on vehicles 10 model years old or older).
7. **Empty Weight.** Weight (in pounds) of the vehicle without a load, rounded up to the next 100 pounds.
8. **Carrying Capacity.** Weight (in pounds) determined by the heaviest load the vehicle is legally allowed to carry according to the vehicle manufacturer.
9. **Tonnage.** For commercial vehicles only.
10. **Trailer Type.** Check the box to denote whether semi or full trailer. “Trailer” has a gross weight of over 4,000 pounds and is designed or used to carry a load wholly on its own structure and is drawn or designed to be drawn by a motor vehicle. “Semitrailer” has a gross weight of over 4,000 pounds and is designed so that part of its weight and its load rests on or is carried by a motor vehicle.
11. **Plate Number.** License plate number, if available.
12. **Vehicle Unit Number.** Applies to vehicles that are purchased as part of a fleet.
14. **Applicant’s/Owner’s Name(s) and Address.** Name and address of applicant(s)/owner(s).
- 14a. **Registrant’s Name and Address (Renewal Notice Recipient).** The name and address for mailing of the registration renewal notice, if different than the information in #14.
- 14b. **Vehicle Physical Location.** If other than the address shown in #14, indicate a complete physical address.
15. **Previous Owner’s Name and Address.** The seller’s name and address indicated on the assigned title or other evidence of ownership being surrendered with the Form 130-U.
- 15a. **GDN - Dealer’s Use Only.** Dealer’s general distinguishing number assigned by the State.
16. **1st Lien Date.** If applicable, the date a security agreement was signed with any financial institution/individual for the financing of the vehicle.
1st Lienholder Name and Address. The lienholder’s name and correct address. If there is no lien, indicate “NONE.”
- 16a. **Electronic Title Request?** If the lienholder in #16 requests an electronic title, check the box in 16a. and enter the *Certified Lienholder ID Number* in 16b. (If 16a. is checked, then 16c. cannot be checked.)
- 16b. **Certified Lienholder ID No.** Enter the 11-digit Certified Lienholder Identification Number here. (Required if 16a. is checked.)

16c. **Additional Lien(s)?** If another lien exists in addition to #16, check the box and attach Form VTR-267.

17. **For Corrected Title.** Indicate the appropriate reason (e.g., Change in Vehicle Description—VIN, Year, etc.; Remove Lien; etc.)

18. **Odometer Disclosure.** The Seller/Agent is required by law to record the odometer reading at the time of sale and to show **A**-Actual (mileage shown), **N**-Not Actual (broken or replaced odometer), or **X**-Mileage Exceeds Mechanical Limits.

- In situations involving operation of law (court order, storage or mechanic lien, heirship, etc.), the title applicant provides the odometer reading and certification to the best of their knowledge.
- This statement is not needed on a vehicle that is 10 or more model years old; has a manufacturer's rated carrying capacity of two tons or greater, or gross vehicle weight rating of more than 16,000 pounds; is sold by the manufacturer directly to a government agency; is not self propelled; or is a new motor vehicle prior to its transfer to the first retail purchaser.

19. **Check Only If Applicable.** For Dealer and/or Rental or Leasing Companies' Use. Rental Companies must include their Rental Permit Number.

20. **Description of Vehicle Traded In.** Describe vehicle traded in (if any) on the purchase.

20a. **Additional Trade-ins?** Indicate if trade included any vehicle(s) other than shown in #20.

21. **Sales and Use Tax Computation.** Sales and use taxes must be paid. Indicate the vehicle sales price in the second space provided on Line (a).

- Rebates are only applicable for new vehicles sold by a dealership to a retail purchaser.
- 21(f) provides for a late tax payment penalty of 5% or 10% of the amount in (e).
- Check the appropriate box if you are a **new resident** to Texas; obtained the vehicle as an even trade or as a **gift**; or you are applying for a **rebuilt salvage** vehicle. The \$10 gift tax option may be used when a person receives a vehicle as a gift from an immediate family member, guardian or a decedent's estate. Transfers involving a 501(c)(3) nonprofit service organization are also taxed as a gift. Both the donor and the gift recipient must sign the Comptroller's joint affidavit using Form 14-317, *Gift Tax Affidavit*.
- If the vehicle is subject to the **diesel emissions surcharge fee**, compute the percentage (2.5% **OR** 1%) of the fee based on the Taxable Amount shown in (d). This fee is due in addition to the amount of tax due shown in (h).
- If you are claiming a **tax exemption**, provide a brief explanation for the reason.

22. **Seller, Donor, or Trader.** ALL seller(s), donor(s) or trader(s) of the vehicle indicated on the certificate of title or other transfer of ownership document must sign, print their name, and indicate the date of signature.

23. **Purchaser, Donee, or Trader.** ALL applicants (person or persons purchasing or receiving the vehicle) must sign, print their name, and indicate the date of signature.

Rights of Survivorship Ownership Agreement. The motor vehicle is jointly owned when two persons execute this agreement. When the title is issued, it will carry a "Survivorship Rights" remark.

- Agreements between persons not married should be executed on Form VTR-122.
- Both persons executing the agreement must act jointly, when ownership is transferred.
- Upon the death of the recorded owner, the survivor may either transfer title in to their name or transfer ownership provided a death certificate accompanies the transaction.

The completed application for certificate of title, properly assigned title, current registration receipt (if available) and proof of insurance in the title applicant's name are required to be filed in the county where the sale occurred, where the lienholder is located, or applicant's county of residence within 20 working days of date of sale. Payment of title, registration, and sales tax fees are required when application for certificate of title is filed.

Refer to the back of the Form 130-U for phone numbers and additional information concerning fees, taxes, and penalties.